**Computer Apps Class**

Mon. 11/19

12:48 – 1:31

Day 60

**ACTIVITY 1: THEME IDEAS FOR A NEW BLOG**

**(Introduce this right away, but only allow 5-10 minutes to work on it. Students can work on it again after they do the Tab Activity on the 2nd paper (which requires Youtube on the teacher computer.)**

Mr. Silva will hand out a paper for you to write your 1st, 2nd, 3rd choices for a new blog you are going to start on Wed. This will be a “themed” blog. Mrs. Garton will approve your blog theme before you create the blog. Hand this in during class today or by Tuesday.

**Possible themes are:**

* Fan or information page for a particular sport, team, topic, activity
* Cooking or recipe blog / even with a themed focus (desserts, healthy, Italian food, PA Dutch food, restaurant reviews)
* LMH school news
* Your hobby, pastime,
* Family traditions (people could share theirs)
* Christmas
* Devotional / spiritual
* Your personal journey/diary/log of events with a theme:
  + Funny things that happen to me
  + My life as the only boy in a family of girls
  + My life as a high school athlete
  + Your journey on how you’re doing as you try to complete some kind of goal you’ve set for yourself.
    - Being more fit, eating more healthy, being more aware and thoughtful of others, being more positive, organized.
  + How you are working through a video game
* Service (share ways you serve; ask for comments about ways others are serving/helping
* Random act of kindness
  + Do a random act of kindness each day or week and share what you did and ask for more ideas from your readers and examples of what happened when they did it.
* Your weekly comments on a particular TV show, book you’re reading

**ACTIVITY 2: SETTING TABS WITH DOTTED LINES**

Watch the video on the new page on the class wiki, called “Word Processing Videos”. It’s about setting tabs and making them show dotted lines. We already set right, left, centered, and decimal tabs that did not show lines. Friday, we set tabs that showed solid lines. Now you will add tabs that create dotted lines. **You are to recreate what the man in the video has written. It is at the bottom of this page.**

On the video, they have written the text first, and then put in their tabs on the ruler.

* If you write all the text first, you will need to highlight the text and then put on the tabs.

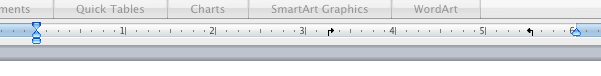
I like to put the tabs on my ruler as I am writing and as I need them:

1. Type: Human Resources.
2. Click a left-aligned tab at about 3.25 inches on the ruler.
3. Choose Format menu / Tabs. Click on the 3.5 in the box. Click dotted lines. Click OK.
4. Hit the Tab key.
5. Type: David Miller.
6. Change the Tab (top left) to a right-aligned Tab. Put it on the ruler at about 5.5 inches.
7. Choose Format menu / Tabs. Click on the 5.5 in the box. Click dotted lines. Click OK.
8. Hit the Tab key.
9. Type: $1,200,000.
10. Hit the return key to get to the next line.
11. Type: Operations Management & Distribution. Hit the Tab key. Type Mary Smith. Hit the Tab key. Type $925,000. NOTICE YOU DO NOT HAVE TO PUT THE TABS ON ANYMORE. THEY ARE THERE ALREADY.

You can also put your tabs on the ruler before you start.

It can be done either of those 3 ways.

Your tabs will be like this:



Left Aligned Tab

Around 3.25

Right-Aligned Tab

Around 5.5

**What you are to write should look like this:**

Human Resources David Miller $1,200,000

Operations Management & Distribution Mary Smith $925,000

Internal Affairs Scott Jackson $45,000

DPU Lois Watson $22,000,000